

D14 Auxiliary Security Program

New Member Personnel Security Investigations (PSI) Process

Following are the PSI forms which must be submitted to the DIRAUX office, along with a complete membership application package, digital photo and ID card request form. All forms are available from the DIRAUX office; all forms except the fingerprint cards are available for download from the Auxiliary website, http://www.cgaux.info/g_ocx/administration/security

FD-258 fingerprint cards. Two originals provided by DIRAUX. Fingerprinting shall be done by a certified Auxiliary Fingerprint Technician or at the DIRAUX office. Applicants unable to coordinate fingerprinting by these means shall contact the (PSI) Coordinator, Ms. Susan Jacquelin, at the DIRAUX office, 808-541-2087 or 1-800-818-8724 x 42.

OFI Form 86C Special Agreement Check (SAC). One original.

SF 85, p.6, Authorization for Release of Information. One original.

US Citizenship Verification Form. Applicant may complete this form, and a Fingerprint Technician or the PSI Coordinator will sight the original, and receive a copy of, one of the following proofs of US citizenship:

- (1) birth certificate showing that the applicant was born in the US
- (2) FS-240 (report of birth abroad of a US citizen)
- (3) FS-545 (certificate of birth - foreign service)
- (4) DS-1350 (certificate of birth issued by US Department of State)
- (5) US passport (does not matter if unexpired or expired)
- (6) certificate of US citizenship (INS form N-560 or N-561)
- (7) certificate of naturalization (INS form N-550 or N-570)

The PSI package may be submitted without the proof of citizenship; however, this could lengthen the vetting process by a month or more.

New Members with Current Federal Clearance or Investigation: If an applicant has a current federal security clearance or investigation, they will submit, in lieu of the forms above, the following:

Letter or memo, describing: the federal agency issuing the clearance or investigation; date of the clearance or investigation; investigation type, i.e., SSBI, NACLC, NAC, etc.; and point of contact for the issuing agency

Copy of the source document/notification of clearance

Upon completing New Member requirements and submitting the above PSI package, applicants will be entered into AuxData with an "Approval Pending" (AP) status and given an identification number.

Following are the activities in which AP members may and may not participate:

AP members may:

- attend all flotilla meetings
- vote on any flotilla matter
- wear non-uniform Auxiliary clothing (i.e., Aux polo shirts) and uniforms without insignia
- be issued an Aux i.d. number
- study for and attend DO classroom-only training sessions and workshops
- participate in all non-operational Auxiliary activities
- take any and all Aux courses and end-of-course exams; test results will be entered into AuxData
- teach, as a guest, under the direct supervision of a qualified, uniformed member
- train in VE, IT and RBS-PV programs and perform trainee tasks
- ride in Auxiliary facilities as guests

AP members may not:

- wear the Auxiliary uniform with insignia
- be issued an Auxiliary DHS identity card
- participate in any Direct Operational activities
- be appointed to a staff position nor hold elected office
- attend Aux C-Schools
- be certified in any program area until they receive a Favorable PSI determination

After a Favorable background check, AP members are given full member status and receive membership certificates and identification cards. They are then considered Operational Support (OS), and may be trained and certified in any OS qualification.

Training for Direct Operational (DO) qualification:

Before training for any DO qualification, the OS member must submit a completed SF-86 questionnaire and DHS Credit Release form to the DIRAUX office. After the appropriate training and qualifications are completed, DIRAUX may issue an interim certification.

This interim certification is at the discretion of the DIRAUX, and is given based upon favorable review of the member's SF-86 with no obvious errors, omissions, or glaring issues.

If you have any questions about the Security Program, please contact Ms. Susan Jacquelin, PSI Coordinator, at 808-541-2087, 1-800-818-8724 x 42, or sjacquelin@d14.uscg.mil.